

**AGENDA
PLANNING BOARD
JUNE 8, 2020**

**AGENDA ITEM #5A
NEW APPLICATIONS – COMPLETENESS REVIEW & PUBLIC
HEARINGS**

**DONALD & DEBRA GOODWIN
and FLORIAN & HEDWIG
SCHROECK,
0 WESTVIEW LANE
(Tax Map 54, Lot 32-100) and
28 WESTVIEW LANE
(Tax Map 30, Lot 27),
zoned RL-2 & RL-3
PB#2020-17-BLA**



CITY OF LEBANON ~ PLANNING & DEVELOPMENT

PLANNING BOARD

June 8, 2020 Meeting

Staff Memorandum – #PB2020-17-BLA

APPLICATION INFORMATION

Agenda Item: 5.A

Application ID#: #PB2020-17-BLA

Application Type:
Boundary Line Adjustment

Property Location & Tax Map:

- 0 Westview Lane (Tax Map 54, Lot 32-100)
- 28 Westview Lane (Tax Map 30, Lot 27)

Property Owners/Applicants:

- Donald & Debra Goodwin (Tax Map 54, Lot 32-100)
- Florian & Hedwig Schroeck (Tax Map 30, Lot 27)

Zoning District:

- Tax Map 54, Lot 32-100: RL-2 & RL-3
- Tax Map 30, Lot 27: RL-2

Property Sizes (existing):

- Tax Map 54, Lot 32-100:
+/-120.57 acres
- Tax Map 30, Lot 27:
+/-2.01 acres

Overlay District(s):

none

HEARING NOTICE

DONALD & DEBRA GOODWIN and FLORIAN & HEDWIG SCHROECK, 0 WESTVIEW LANE (Tax Map 54, Lot 32-100) and 28 WESTVIEW LANE (Tax Map 30, Lot 27), zoned RL-2 & RL-3: Request for approval of a Boundary Line Adjustment between lands located at 0 Westview Lane (Tax Map 54, Lot 32-100) and 28 Westview Lane (Tax Map 30, Lot 27). #PB2020-17-BLA

PLANS AND APPLICATION MATERIALS

- ▶ Application forms (2 pages)
- ▶ Letter from Scott C. Sanborn, LLS, of Cardigan Mountain Land Surveys, LLC, dated May 11, 2020 (project description; 1 page)
- ▶ Subdivision Regulations - Technical Checklist (3 pages)
- ▶ Plat titled "Proposed Minor Lot Line Adjustment for Florian R. & Hedwig Schroeck and Donald O. & Debra A. Goodwin & Kenyon Rd SPE, LLC" prepared by Cardigan Mountain Land Surveys, LLC, dated May 8, 2020, last revised May 21, 2020, Project #: 20-4239,8442

COMPLETENESS REVIEW

This application has been reviewed in accordance with the Lebanon Subdivision Regulations. The Planning & Development Department recommends that the Board find that the application is complete enough to accept jurisdiction and to commence review.

APPLICATION OVERVIEW

This is a request for a Boundary Line Adjustment between lands located at 82 Prospect Street (Tax Map 108, Lot 3) and 171 Meriden Road (Tax Map 121, Lot 10). As proposed, the changes resulting from the Boundary Line Adjustment are as follows:

- ▶ Map/Lot 54-32-100 will decrease by a net of +/-4.01 acres, from +/-120.57 acres to +/-116.56 acres.
- ▶ Map/Lot 30-27 will increase by a net of +/-4.01 acres, from +/-2.01 acres to +/-6.02 acres.

STAFF MEMORANDUM

#PB2020-17-BLA
0 & 28 Westview Ln
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STAFF COMMENTS

ASSESSING

No comment.

BUILDING INSPECTION

No comment.

FIRE

No comment.

POLICE

No comment.

PUBLIC WORKS/CITY ENGINEER

No comment.

PLANNING & DEVELOPMENT

The applicants have already addressed the Planning & Development Department's comments regarding the information presented on the plat. Planning staff has no other comments.

ZONING

Both lots currently conform to the applicable minimum lot sizes and dimensional requirements as set forth in the Zoning Ordinance and will continue to after reconfiguration.

STAFF RECOMMENDATIONS

If the Board moves to approve this application, then based on the information reviewed by City staff, the Planning & Development Department recommends that the Board approve the application with the following conditions:

1. Prior to the signing and recording of the final plat, the applicants shall provide to the City a draft copy of the deed of the land transfer for review to ensure the transfer will be completed properly for Assessing and recording purposes.
2. Prior to the signing and recording of the plat, the applicants shall provide a digital record drawing (Cad .dwg Format using NH State Plane Coordinate system).

Attachments

cc: Donald & Debra Goodwin
Florian & Hedwig Schroeck
Scott C. Sanborn, LLS
File

**CITY OF LEBANON
APPLICATION FOR**

SPECIAL EXCEPTION	<input type="checkbox"/>	<input type="checkbox"/>	SITE PLAN REVIEW
VARIANCE	<input type="checkbox"/>	<input type="checkbox"/>	SUBDIVISION
MOTION FOR REHEARING	<input type="checkbox"/>	<input checked="" type="checkbox"/>	LOT LINE ADJUSTMENT
APPEAL OF AN ADMIN. DECISION	<input type="checkbox"/>	<input type="checkbox"/>	CONDITIONAL USE PERMIT
<input type="checkbox"/> OTHER _____			

PROPERTY OWNER (APPLICANT):

NAME: Florian & Hedwig Schroek TEL.#: 802-526-9977
MAILING ADDRESS: 28 Westview Lane Lebanon, NH 03766
E-MAIL ADDRESS: florian.schroek@gmx.net , hedl.schroek@gmx.net

CO-APPLICANT, AGENT, OR LESSEE:

NAME: Scott C Sanborn, Cardigan Mountain Land Surveys TEL.#: 603-667-8237
MAILING ADDRESS: 32 Peaslee Road Orange, NH 03741
E-MAIL ADDRESS: scott.sanborn@cardigansurveys.com

PROJECT LOCATION:

TAX MAP #: 30 LOT#: 27 PLOT #: ZONE: RL-2
STREET ADDRESS OF PROJECT: 28 Westview Lane
IS THIS PROPERTY LOCATED IN THE: **WETLANDS** ☐ YES ☒ NO **HISTORIC DISTRICT** ☐ YES ☒ NO
FLOOD PLAIN ☐ YES ☒ NO

SCOPE OF PROJECT:

Boundary Adjustment with adjacent lands of Donald & Debra Goodwin & Kenyon Rd SPE, LLC, Tax Lot 54-32-100 (see separate application sheet for additional owner info).

TYPE OF OCCUPANCY:

EXISTING ☐ VACANT ☒ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☐ COMMERCIAL ☐ INDUSTRIAL
PROPOSED ☐ VACANT ☒ ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☐ COMMERCIAL ☐ INDUSTRIAL
IF USE IS **COMMERCIAL** OR **INDUSTRIAL**, PLEASE NOTE **SPECIFIC** USE: _____

SIGNATURE BLOCK:

FOR PLANNING BOARD APPLICATIONS ONLY: I, the undersigned, hereby submit this application on the date noted below with the knowledge and understanding that the Planning Board shall determine if the submitted application is complete according to its regulations at its next regularly scheduled meeting on _____, 20____, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY OWNER: Florian R. Schroek Hedwig Schroek DATE: May 5th, 2020

NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW: I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.

PROPERTY OWNER: Florian R. Schroek Hedwig Schroek DATE: May 5th, 2020

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #	FEE - \$ AMOUNT	DATE PAID	VOUCHER #
5/11/20	30/27	PB2020-17-BLA			

CITY OF LEBANON APPLICATION FOR

SPECIAL EXCEPTION	<input type="checkbox"/>	<input type="checkbox"/>	SITE PLAN REVIEW
VARIANCE	<input type="checkbox"/>	<input type="checkbox"/>	SUBDIVISION
MOTION FOR REHEARING	<input type="checkbox"/>	<input type="checkbox"/>	LOT LINE ADJUSTMENT
APPEAL OF AN ADMIN. DECISION	<input type="checkbox"/>	<input type="checkbox"/>	CONDITIONAL USE PERMIT
<input type="checkbox"/> OTHER _____			

PROPERTY OWNER (APPLICANT):

NAME: Donald & Debra Goodwin TEL.# c/o Florian & Hedwig Schroek, 802-526-9977
MAILING ADDRESS: 65 Farr Road Lebanon, NH 03766
E-MAIL ADDRESS: c/o florian.schroek@gmx.net, hedi.schroek@gmx.net

CO-APPLICANT, AGENT, OR LESSEE:

NAME: Scott C Sanborn, Cardigan Mountain Land Surveys TEL.#: 603-667-8237
MAILING ADDRESS: 32 Peaslee Road Orange, NH 03741
E-MAIL ADDRESS: scott.sanborn@cardigansurveys.com

PROJECT LOCATION:

TAX MAP #: 54 LOT #: 32 PLOT #: 100 ZONE: RL-2, RL-3
STREET ADDRESS OF PROJECT: 028 Westview Lane
IS THIS PROPERTY LOCATED IN THE: WETLANDS ☐ YES ☒ NO HISTORIC DISTRICT ☐ YES ☒ NO
FLOOD PLAIN ☐ YES ☒ NO

SCOPE OF PROJECT:

Boundary Adjustment with adjacent lands of Florian & Hedwig Schroek, Tax Lot 30-27
(see separate application sheet for additional owner info).

TYPE OF OCCUPANCY:

EXISTING ☒ VACANT ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☐ COMMERCIAL ☐ INDUSTRIAL
PROPOSED ☒ VACANT ONE FAMILY ☐ TWO FAMILY ☐ MULTI-FAMILY ☐ COMMERCIAL ☐ INDUSTRIAL
IF USE IS COMMERCIAL OR INDUSTRIAL, PLEASE NOTE SPECIFIC
USE: _____

SIGNATURE BLOCK:

FOR PLANNING BOARD APPLICATIONS ONLY: I, the undersigned, hereby submit this application on the date noted below with the knowledge and understanding that the Planning Board shall determine if the submitted application is complete according to its regulations at its next regularly scheduled meeting on _____, 20____, unless I personally request, in writing, that the Board delay its determination of completeness to a later date.

PROPERTY OWNER: Donald Goodwin Debra Goodwin DATE: 5/05/2020
NOTE: IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING AND SIGN BELOW: I hereby designate the person listed above as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.

PROPERTY OWNER: Donald Goodwin Debra Goodwin DATE: 5/05/2020

DATE RECEIVED	FILE # (MAP/LOT)	APPLICATION #	FEE - \$ AMOUNT	DATE PAID	VOUCHER #
5/11/20	54/32/100	PB2020 -			

(Last Revised 4/04/18)

17-BLA

Cardigan Mountain



Scott C. Sanborn
LLS #848

(603) 523-7535
cmls@valley.net

32 Peaslee Road
Orange, NH 03741

11 May 2020

Lebanon Planning Board
51 North Park Street
Lebanon, NH 03766

**Re: Proposed Boundary Line Adjustment
Florian & Hedwig Schroeck and Donald & Debra Goodwin
28 Westview Lane & unnumbered parcel, Tax Lots 30-27 & 54-32-100**

To whom it may concern;

Please find included herewith, an application for a boundary adjustment between the properties referenced above. The proposal is to annex 4.01 acres from Tax Lot 54-32-100 (Goodwin) to 30-27 (Schroeck), resulting in the former property changing from 120.57+/- ac. to 116.56+/- ac., and the latter from 2.01+/- ac. to 6.02+/- ac.

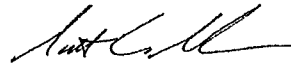
The subject properties lie in both the RL-2 and RL-3 zones. The Schroeck lot presently includes a single family residence in compliance with zoning and the Goodwin lot is undeveloped. Road frontages are not impacted by the proposed boundary adjustment.

Th Schroeck property is subject to covenants associated with the Blueberry Hill subdivision (copy included with the application) which have no relevancy to the proposed boundary change.

Included herewith are all of the hard-copy items listed under the General Submittal Requirements for a minor lot line adjustment. A .pdf copy will be emailed under separate cover, and mylar plats will be provided upon approval of the plan.

Thank you for your consideration. Please call or e-mail if there are any questions or additional information is required.

Very truly yours,



Scott C. Sanborn

CITY OF LEBANON, NH SUBDIVISION REGULATIONS – TECHNICAL CHECKLIST MINOR LOT LINE ADJUSTMENT / BOUNDARY LINE AGREEMENT	
PROJECT NAME: Schroeck/Goodwin Boundary Line Adjustment	
APPLICANT: Scott Sanborn, Cardigan Mt. Land Surveys	DATE: 11 May 2020
GENERAL SUBMISSION REQUIREMENTS:	

All applications to the Planning Board for Subdivision Review must be submitted by 12:00 Noon on the day of the filing cutoff. [§7.7.C] Submissions must be accompanied by the following information or review of the application may be delayed:

- ☒ A properly completed and signed Application Form. [§7.7.A(1)]
- ☒ The appropriate filing fees. [§7.7.A(2)]
- ☒ A written project description. [§7.7.A(3)]
- ☒ A list of the names and mailing addresses of all persons to be notified, by certified mail, of the public hearing. [§7.7.A(4)]
- ☒ A completed and signed Technical Checklist. [§7.7.B]
[Applicants must complete the entire checklist to ensure that all necessary information and materials have been provided with the application or that written requests for waivers have been properly provided in accordance with Section 7.15 of the Subdivision Regulations, as appropriate.]
- ☒ Eight (8) sets of project plans to be distributed for Staff Review. [§8.2.A]
[A Staff Review meeting is held at City Hall one (1) week following the cutoff date. Staff Review meetings begin at 2:00PM, unless otherwise noted. All revised and/or additional information or materials must be submitted within one (1) week following the Staff Review meeting.]
- ☒ A digital copy of Subdivision plan in .PDF format. [§8.2.B]

NOTE: Applications shall contain sufficient information to enable the City Staff and the Planning Board to evaluate the proposed development for compliance with the Zoning Ordinance, the Planning Board's Regulations, and other applicable City Codes, and for the Planning Board to make an informed decision.

All required application materials shall be submitted as a single inclusive package, including any appropriate waiver requests as permitted by the Regulations. Submission of a complete application package ensures that the review process by City Staff is as efficient and effective as possible.

The purpose of the filing deadline is to provide adequate time for City review of the proposal. Submission of any altered, additional, or substitute application materials required by the Regulations, subsequent to the filing deadline, other than as directed by City Staff, shall cause the application to be deemed untimely filed, and such application shall not be heard until a subsequent month.

CITY OF LEBANON, NH
SUBDIVISION REGULATIONS - TECHNICAL CHECKLIST
MINOR LOT LINE ADJUSTMENT / BOUNDARY LINE AGREEMENT

PLAN SUBMITTAL TECHNICAL CHECKLIST:

NOTE: Minor Lot Line Adjustment / Boundary Line Agreement plans shall include the information described below pursuant to Section 8 of the Lebanon Subdivision Regulations. Plans shall be submitted on sheets no larger than 24" x 36". Plan sets with multiple sheets shall include sheets of uniform size and be bound on the left edge. When more than three (3) sheets are required, an additional cover sheet shall be attached including a table of contents. The scale of the plans shall be appropriate to the size of the overall development. All lettering shall be of a size and type that is legible.

In order to facilitate the use of the City's Geographic Information System (GIS) for planning purposes, all surveys and engineered plans submitted for Subdivision Review shall utilize the NH State Plane Coordinate system and shall reference the North American Vertical Datum of 1988 (NAVD 88), unless prior approval to use an alternate coordinate system and/or vertical datum is granted by the Planning Office.

A written request for waiver shall be required, pursuant to Section 7.15 of the Subdivision Regulations, for any submission requirement for which the information or data is not provided by the applicant. [§8.2.C]

Plan Requirements	Info. Provided	Waiver Sought
8.2.A(1) - - Name of the City and County in which the subdivision is proposed; - A Locus map; - North arrow; - Scale of the plat; - Date of the plat and of any revisions to the plat; (NOTE: The date on the plat at the time of initial submission for application review shall be included on all subsequent submissions to the City. Any subsequent change(s) to the plat shall include a revision date and description of the revision(s).)	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8.2.A(2) - Names and mailing addresses of Applicant(s); Owner(s) of Record of subject properties; Owners of abutting properties, including tax map and lot references; and Holders of any easements, rights-of-way, or other restrictions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.2.A(3) - Names and business addresses of the surveyor, including license number and seal, and of every engineer, architect, soil scientist, or wetlands scientist whose professional seal appears on any plan or document submitted to the Board.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.2.A(4) - Zoning District in which the subject lots are located, including district boundaries if in more than one district.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.2.A(5) - Location of all existing structures on the subject lots.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.2.A(6) - Site location map showing the original boundaries of the subject lots and adjacent lots.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.2.A(7) - The new surveyed property line(s) as a result of the application, including bearings and distances, as determined by an actual field survey by a licensed land surveyor, including the date of the completion of the survey. All dimensions shall be shown in feet and decimals, and the area of the altered lots shall be shown in square feet and acres.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

CITY OF LEBANON, NH
SUBDIVISION REGULATIONS - TECHNICAL CHECKLIST
MINOR LOT LINE ADJUSTMENT / BOUNDARY LINE AGREEMENT

Plan Requirements (cont.)	Info. Provided	Waiver Sought
8.2.A(8) - The plat shall be titled to include the names of the owners of all lots altered by the application.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.2.A(9) - A statement shall be placed on the plat as follows: "This plan shows Minor Lot Line Adjustments / Boundary Line Agreements and does not require the approval of the Lebanon Planning Board as a subdivision."	<input checked="" type="checkbox"/>	<input type="checkbox"/>

NOTE: THE APPLICANT IS RESPONSIBLE FOR PROVIDING THE REQUIRED INFORMATION PURSUANT TO SECTION 8 OF THE SUBDIVISION REGULATIONS. PLEASE BE AWARE THAT THIS CHECKLIST IS FOR INFORMATION AND GUIDANCE ONLY AND DOES NOT REPRESENT THE LAW DICTATING SUBMITTAL REQUIREMENTS NOR IS IT COMPLETE AND INCLUSIVE THEREOF.

Completed By: 

Planning office Use Only:

Date Received ___/___/___ Checklist Complete YES or NO Checked by: _____

(Last Revised 05/22/13)

